FAUQUIER COUNTY PARKS AND RECREATION

FACILITY USE APPLICATION

Use this form and the necessary permits to request use of Fauquier County Parks & Recreation Facilities

Additional forms and permits may be obtained online at recreation.fauquiercounty.gov

DIRECTIONS FOR COMPLETING FORM -all sections must be completed

STEP 1: Complete all data as required. If address and phone of person/coach is same as for organization write "same."

Select which park or center, if any, you wish to use, as well as the specific facility in the park or center. Check date(s) for availability and preset rental periods (if applicable).

STEP 2: Complete and sign all necessary permits and special needs form. Additional permits/information may be required.

STEP 3: Please review all the rules, regulations, and county ordinances of facility use and sign the agreement.

STEP 4: Complete all fee information and return to park or center. You will be notified about the status of your application. *Persons signing forms must be at least 18 years of age.*

APPLICANT INFORMATION

Please complete information below. If you already have an account enter your Login ID (if organization, use Login ID of authorized agent of Organization), Name and Phone Number, then skip to the EVENT INFORMATION Section.

Organization/Group/Team/Name _____ Login ID _____

Address _____ Town _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

Contact Person/Coach (authorized agent) _____

Address _____ Town _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

E-mail _____ Fax _____

EVENT INFORMATION

Date & Time of Event _____ Event Name _____

Type of Event _____ If League, # of teams _____

Describe Event & Activities _____

_____

Estimated total attendance: (3rd grade & under_____ 4th-8th grade_____ 9th-12th grade_____ Over 18____ Chaperones ____)

A. Is this a fund-raising event? No ☐ Yes ☐ (If no, skip to B.)
   1. Will funds be collected on site? No ☐ Yes ☐
   2. Are you an IRS designated non-profit organization? No ☐ Yes ☐
   3. Are there any fees associated with this event? No ☐ Yes ☐
   4. Are you offering anything for sale? No ☐ Yes ☐

B. Will there be paid vendors on site? No ☐ Yes ☐ (e.g. caterer, disc jockey, moon bounce, etc.)

C. Will any business be conducted on park property. No ☐ Yes ☐ (e.g. advertising and/or selling services/products, etc.?)

Note: if "Yes" to A. - C., a Vendor Permit is required and additional fees may also be required. See Permits and Facility Rate Sheet.

D. Will 75 or more people attend? No ☐ Yes ☐ (If yes, a Special Event Permit is required and must be submitted at least 20 days in advance.)

E. Will animals be brought on site? (e.g. petting zoo, horse drawn transportation, etc.
No ☐ Yes ☐ (If yes, Animals in Parks Permit required.)

F. Is this a fishing tournament? No ☐ Yes ☐ (If yes, a Fishing Tournament Permit is required.)

G. Is this event outside of normal facility hours? No ☐ Yes ☐ (If yes, a Special Schedule Permit is required.)

H. Are there special needs or equipment needed for accessibility? No ☐ Yes ☐ (If yes, a Special Needs Form must be submitted 72 hours prior to event.)

I. Will you be bringing equipment on the site? No ☐ Yes ☐ (If yes, please complete the Equipment On Public Property Form.)

J. Are there more than 10% non-county residents participating on sports teams? (If yes, what %_____?)
No ☐ Yes ☐ (If yes, see Facility Rate Sheet for non-county fees.)

K. Are any tournaments included other than end of season playoffs? No ☐ Yes ☐ (If yes, then a separate application must be submitted for tournaments.)

FACILITY CHOICE and DETAILS

Is your organization applying for Youth Priority Preference? (No individual teams) ☐ Fall ☐ Winter ☐ Spring

Location (Park, Building) _____

Facility Name (Shelter, Room) _____

Denote Date(s) / Day(s) / Time(s) including set-up and clean-up times:

Non-Sports activities _____

Practice _____

Games _____

Tournament _____

RULES AND RESPONSIBILITIES

1. ALCOHOL - Alcoholic beverages are not permitted in, or on any Departmental facility or grounds.
2. PETS - Pets will remain on leash six feet or shorter, at all times. Pet excrement must be removed and placed in trash receptacle by owner. Except for ADA compliant animals, pets are not permitted inside buildings. Complete Special Needs Form Part Two.
3. OTHER FEES - Park admission fees are not included in facility reservation.
4. ORDINANCES - County Parks Ordinances are posted on park/center bulletin boards. Parks and Recreation and/or the County Board of Supervisors reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the County or conflicts with Parks and Recreation philosophy.
5. RULES & REGULATIONS - Rules and regulations shall be adhered to by all persons representing rental group.
6. CANCELLATIONS - In order to receive a full refund (less the $5 administrative-processing charge), cancellation of scheduled use must be made in writing 14 days in advance of the date and time reserved or if Departmental cancellation of the event is due to safety reasons. The total fee shall be forfeited if written notification is received less than the 14 days' time frame, or if an organization does not cancel and/or does not show up for the reservation. Any change in dates and/or times shall be subject to the same conditions. Cancellations due to rain/snow must be made with notice between 72 and 24 hours prior to the date of the event, when the National Oceanic and Atmospheric Administration (NOAA) weather web site predicts 60% or greater chance of precipitation for the event date at the event location's zip code.
7. USER RESPONSIBILITY - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Fauquier County facilities, personnel and/or property. Fauquier County is not responsible for accident, injury or damage to or loss of property. Rental period will be observed to avoid additional charges of 50% of the base rental fee for each additional 15 minutes facility is used.
8. BALL FIELD LIGHTS - Keys for lights will be checked out on a day-to-day basis. (Except those fields with meter system where key may be checked out for the season) Keys are due back by 12:00 Noon of the following day. If not returned user will be charged for each day until key is returned. All keys have a $15 refundable deposit. No new inning may be started after 11:00. PM. Lights will be on a timer and cut off at 11:15 PM.
9. CLEANING - All users are expected to leave the facility clean and orderly. User is responsible for additional fees if Department incurs unexpected costs.
10. SAFETY - Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left on-site at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.
11. AMERICANS with DISABILITIES ACT - Parks and Recreation is committed to making its facilities accessible, usable, and user-friendly to persons with disabilities, and to further the concept of equal treatment for people with disabilities to the maximum extent possible consistent with the Americans with Disabilities Act. Therefore, applicants of Parks & Recreation facilities agree to make all reasonable accommodations for individuals with disabilities.
12. CHILD PROTECTIVE SERVICES & MANDATED REPORTERS – Any individual 18 years or older who will be working with children must be aware of the responsibilities of the Code of Virginia 63.2-1509 requirements. Prior to facility usage, users agree to complete the on-line training at:
    http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html

Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender and age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

Signature of Applicant _____ Date _____

Use of fields is governed by a very detailed set of policies that give priority to youth, in-county participants, certain seasons for each sport, regular season play, etc. More information on these policies is available at any Region Office or the Administrative Offices of the Department.

RESERVATIONS

Reservations for most facilities are accepted beginning one year in advance.

Ball fields, youth priority times in gyms, and pools are reserved as follows:

Gyms and Ball Field Reservation Period	Gyms and Ball Field Application Deadline
March - July*	Applications due January 7 - February 7
August - November*	Applications due June 7 - July 7
December - February*	Applications due October 7 - November 7

* These dates do not apply to fields managed by partners at Northern Fauquier Community Park

Pools Reservation Period	Pools Application Deadline
Upcoming season	Applications accepted beginning January 1

PAYMENT

Payment for usage must accompany application.

Facility Use	$ _____
Special Event Permit	$ _____
Vendor Permit	$ _____
Animals in Parks Permit	$ _____
Special Schedule Permit	$ _____
Fishing Permit	$ _____
Special Needs	$ _____
TOTAL	$ _____

Incomplete applications will be returned. Facilities will not be reserved until completed applications are received, including applicable permits.

Payment for usage must accompany application. Make all checks payable to Fauquier County Parks & Recreation Department.

If applying for more than one usage, the first time fee must accompany application. Subsequent payment shall be made at least one event in advance of usage, unless discounts apply.

Please refer to most recent rate sheet.

SUBMIT APPLICATIONS TO:

Central Region

WARRENTON COMMUNITY CENTER
430 E. Shirley Avenue
Warrenton, VA 20186-3725
(540) 422-8560

Northern Region

MARSHALL COMMUNITY CENTER
4133A Rectortown Road
Marshall, VA 20115-3215
(540) 422-8580

Southern Region

C.M. CROCKETT PARK
10066 Rogues Road
Midland, VA 22728-2145
(540) 422-8870

Eastern Region

VINT HILL VILLAGE GREEN
COMMUNITY CENTER
PO Box 861435
4235 Aiken Drive
Warrenton, VA 20187-1435
(540) 422-8890

NORTHERN FAUQUIER
COMMUNITY PARK
4155 Monroe Parkway
Marshall, VA 20115-3306
(540) 422-8570

MONROE PARK
14421 Gold Dust Parkway
PO Box 219
Goldvein, VA 22720-0219
(540) 422-8170

DEPARTMENT USE ONLY

Fee Accepted: _____ By: _____ Date: _____

Regional Superintendent: _____

Review/Comments: _____

_____

Approval: Yes ☐ No ☐ By Director: _____ Date: _____

_____